



STUDENT RECRUITMENT OFFICER

**Applicant Pack
September 2025**

Dear Candidate,

Thank you for your interest in the position of Student Recruitment Officer at The College of Legal Practice. I do hope that you will consider the opportunity carefully and once satisfied that there is a potential fit, please apply.

Founded in December 2018, by The College of Law in Australia, The College of Legal Practice offers postgraduate education programmes for legal professionals throughout their career. We specialise in SQE preparation training.

The organisation is fully virtual, with a small and dedicated team working closely with colleagues based in Australia. The College has been providing courses since 2021, we now have over 1000 students each year and continue to grow.

I am looking for team members who are absolutely focused on offering prospective and current students an excellent engagement experience in a growing organisation. You will need to be agile and innovative and willing to work fully remotely with a high degree of collaboration. The organisation is fast paced, but we are here for the long-term. We are looking to create a valued learning experience for all aspiring solicitors.

We have successfully secured Degree Awarding Powers, and as such have set ourselves high academic standards. We are also ambitious, and the College's financial position is strong, thanks to long-term investment from The College of Law in Australia.

If this sounds like the kind of organisation you would like to join, please do consider making an application and we look forward to hearing from you.

With best wishes,



Dr Giles Proctor
Chief Executive Officer
The College of Legal Practice

ABOUT THE COLLEGE

The College of Legal Practice is leading the way in preparing students for the Solicitors Qualifying Examination – the SQE.

Our programmes are carefully designed to help students succeed in the SQE, thanks to our experienced team and years of expertise in supporting students through every SQE assessment. The courses are carefully designed to meet the needs of both individuals and law firms as they transition to the new qualification pathway. Designed for online, our courses are flexible, affordable and accessible.

Our not-for-profit ethos means we keep our programmes low-cost and high-value. Taught by experienced solicitors, our content is grounded in real-world legal practice, with expert personal supervision and support, highly rated by our students.

The College of Legal Practice is backed by 25 years of experience in online legal training helping give students the best chance of passing the SQE.

Who are we?

We are a fully accredited higher education provider with Degree Awarding Powers. Established in 2018, we were formed as a wholly owned UK subsidiary of [The College of Law in Australia](#). We are fully virtual, with a team based in the UK, supported by teams in Australia.

The College of Law in Australia is a mature and unique not-for-profit provider of professional legal education and market leader for lawyer qualification training in Australasia. Their intention in forming the College was to diversify and extend their expertise in delivering modular, practice-based legal training into new jurisdictions around the world, building on 50 years' experience of working with leading law firms and training over 5,000 lawyers each year. For more information please visit our [website](#).

Our approach to learning

Due to the introduction of the Solicitors Qualifying Examination (SQE), the world of legal training has been in the midst of a substantial sea change. Added to this, the COVID-19 pandemic had a profound effect on the world of work.

Over the last few years organisations have been undergoing a complete reassessment of the way their employees will work and interact. The same too is true of the world of legal education. Institutions have until now in the main delivered their traditional training programmes within a classroom environment. but now they are facing the challenge of adapting such curricula to a new form of delivery in a virtual classroom. While that learning environment represents a considerable learning curve for such organisations

seeking to adapt their design and delivery methodologies, for The College of Legal Practice it is second nature.

Drawing on the expertise of The College of Law based in Australasia, we have over twenty-five years' experience in the creation and delivery of world class legal training. Specifically designed from the outset to be delivered virtually, our programmes have successfully trained tens of thousands of lawyers. They are not work in progress. They are tried, tested, and proven to deliver competent lawyers who are productive from day one.

What the College stands for

The College aims to help legal professionals reach their unique potential. We have a vision to be the go-to professional practice provider in the UK for all aspiring solicitors. How are we going to do this, by offering personalised legal education through a team of dedicated supervisor practitioners.

Our development

The College has developed a new strategic plan taking us through to 2028, aligning with The College of Law. At the heart of our strategy is a continued roll-out for growth into the SQE market.

We have a core staff team and a teaching faculty of expert supervisors. We have had over 1000 students and established partnerships with many Universities and firms.

Finance

The College's financial position is strong due to an ongoing multi-year investment to the College from The College of Law built into a seven-year financial model for sustainable growth.

Commitment to Diversity & Inclusion

Reducing barriers to access legal education is one of our driving principles, that lies beneath everything we do. We have an active set of diversity and inclusion policies and we are extremely proud of the diversity of our student population. We have a Board member who champions diversity right from the top and an active EDI working group.

Ensuring that the College's internal team is fully representative of the student community that we teach is a priority for us. We are therefore constantly looking to improve our diversity across our staff team.

We are committed to providing an inclusive environment where employees, students and others are able to share their voice, bring their whole selves to work and are treated fairly and with dignity and respect.

Curriculum Provision

The College's portfolio of accredited **programmes** focuses on SQE and practical legal training for aspiring solicitors. The key attributes of the College's programmes are virtual, flexible delivery with a personal supervision model, purpose-built for the digital environment. The programmes are put together collaboratively with clients and offer adaptable, practical training.

Working environment

The College of Legal Practice recognises the importance of a work environment that actively promotes best practice. The College has a Code of Conduct that describes the standards of behaviour and conduct expected from workplace participants in their dealings with students, suppliers, clients, co-workers, management and the general public.

The team has always been fully virtual, working from home on a long-term basis. We also aim to meet at least three times a year face-to-face. There is some flexibility in working hours across the week and a supportive culture in terms of enabling all employees to achieve alongside fulfilling their personal commitments and interests.

You will also have access to Totum online membership (student discounts) and a free wellbeing platform, resources and counselling.

Professional Development

The College has a clearly defined performance management framework, underpinned by annual appraisal process. There is a budget set aside for training and development to support your professional development.

JOB DESCRIPTION

Position Title	Student Recruitment Officer
Department	Student Recruitment & Marketing
Location	Remote role (UK-based; must be within 2 hours of London)
Salary	£32,000 per annum
Hours	35 hours per week
Reports to	Student Recruitment Manager

Purpose

To engage and nurture potential students and motivate them to apply to study at the College.

Overview

We are looking for a passionate and engaging individual who is encouraging and supportive, with excellent customer service. They must be tenacious and resilient, using engagement techniques to make the most of every opportunity.

The Student Recruitment Officer's main focus will be to engage with potential students, offering them information and support to help them consider the College's courses to support their career goals. They will quickly build relationships, responding to enquiries and leads to support students with their career aspirations. They will manage a pipeline of leads, but they will have an overall focus on providing an exceptional customer experience, considering everyone's needs on a case-by-case basis.

The Student Recruitment Officer will be a strong presenter, they will plan and participate in recruitment events, virtually and at Universities to speak to prospective students.

The College's mission is to drive access to the profession and we are very proud of our diverse student cohort. We now have to improve the diversity of our staff team to bring in broader perspectives, challenges and opportunities to be relevant and engaging. As such we would really encourage anyone from an under-represented group to apply for this role.

We are looking for someone who has previous experience in student recruitment or outreach role to similar audiences. You must be passionate about engaging with a variety of audiences, from Gen Z to career changers, to support their career goals and happy to get stuck in with a can-do attitude.

As a fully remote company, you will need to enjoy working virtually, communicating clearly with your colleagues, but with a high level of proactivity and autonomy.

Key Accountabilities

- Proactive 1-2-1 engagement with prospective students through calls, video, social media and email to drive interest and applications.
 - Offer support and information on qualifying as a solicitor and the College's courses and events and break down barriers to applications through utilising sales and conversion techniques.
- Deliver an excellent customer experience when speaking to potential students and responding to enquiries, including:
 - Being the first point of contact for prospective applicant/student enquiries and other external stakeholders (via email, phone, video etc.), through both proactive outbound contacting as well as responding promptly, courteously, and accurately to nurture prospective students through a positive and inclusive journey
 - Taking ownership of each enquiry and following it through to a satisfactory outcome for both student and College.
 - Capture appropriate and relevant prospective student Information that will support lead pipeline process
 - Liaising with Student Services and academic colleagues to find out the correct Information to respond to enquiries
- Maintaining effective customer relationships by promoting the culture and values of the College, being enthusiastic and displaying professionalism when speaking to potential students.
- Use of HubSpot as a lead management and content recording CRM to manage lead pipeline and record all communications, ensuring data can be used reliably for marketing and reporting purposes by being accurate, thorough, and prompt in the collection and recording of all required information.
- Manage recruitment and information events, including resource preparation, briefing speakers, delivery and engagement as well as all post-event processes focusing on clear and effective communication leading to the nurturing of new leads.
- Support with managing relationships and events with University Law Societies and Law Schools, for the promotion of the college
- In collaboration with the Marketing team, use creative skills to support the development of the College's recruitment and marketing resources, including event and presentation assets as well as social media content, with a particular focus on TikTok, Instagram and LinkedIn.
- Support with creating engaging videos and reels for social media and the website, acting as one of the faces of the College
- Engaging with internal and external stakeholders to support recruitment activities, including students, student ambassadors, staff and partners.

- Use student insight to inform developments and improvements in student recruitment approaches, activities and journey.
- Assisting the Student Recruitment Manager and Head of Business Development & Marketing in providing information and reports as required for the Leadership team and external organisations.
- Contributing to the wider College team, including:
 - Building positive and sustainable relationships with colleagues, particularly those in Student Services, stakeholders and customers.
 - Contributing to the ongoing development and improvement of College processes and systems, such as HubSpot and online event platforms.
 - Support equity and inclusion activities and initiatives externally and internally,
 - Work as part of the wider student recruitment and marketing team, contributing to strategy and plans.
 - Assisting with the coordination of other external engagement and activities, where required.
 - Coordinating and attending internal and external events as required.
 - Attending and actively participating in all team meetings, information and training sessions.
 - Adhering to the College's policies and procedures.
 - Undertaking other reasonable tasks as directed by the Student Recruitment Manager
 - Further opportunities may arise to support the team across careers and EDI development

SELECTION CRITERIA

Requirements	Essential
Skills and Experience	<ul style="list-style-type: none"> • Excellent verbal and written communication skills in both group/1-2-1 and virtual/in-person settings • Ability to quickly develop relationships with a wide range of stakeholders from all types of backgrounds. • Experience in a student recruitment/outreach role • Excellent digital skills, including experience using MS Office, and CRM systems • Experienced in offering a high level of customer service, including empathy

	<ul style="list-style-type: none"> • Strong presenting skills to a variety of audiences • Capacity to contribute to team development by sharing knowledge and providing and receiving constructive feedback • Attention to detail in record keeping and an awareness of GDPR requirements in dealing with data.
Attitudes and Behaviours	<ul style="list-style-type: none"> • Warm nature with evidence of a passion to engage with diverse audiences, as well as others, to support career goals • Good listener • Tenacious and resilient • Creative and innovative outlook, with a can-do attitude • Confident to work virtually and on their own initiative • Excellent time management skills including the ability to deliver requirements to tight deadlines • Strong team player and collaborator, across all levels of stakeholder groups • Flexible and comfortable working in a high-paced, changing environment • Commitment to ongoing improvement and learning about best practice • Comfortable working fully remotely with ability to self-motivate
Other requirements	<ul style="list-style-type: none"> • Able to work remotely from home, with strong Wi-Fi connection. • Regular travel in England & Wales to team meetings and external events (reasonable expenses reimbursed) • Ability to support some virtual events outside of office hours (on a TOIL basis)
Requirements	Desirable
	<ul style="list-style-type: none"> • Experience using HubSpot CRM • Experience using social media platforms such as Instagram, TikTok and LinkedIn • Experience managing events • Higher education sector experience • Knowledge of the legal education and qualification market

TERMS AND CONDITIONS

Salary: £32,000 per annum depending on skills and experience

Working Hours: 35 hours per week

Holiday Entitlement: 28 days plus statutory holidays

Pension Arrangements: 8% pension contribution and salary sacrifice scheme

Probation Period: 6 months

Notice Period: 3 months after probation

HOW TO APPLY

If you wish to apply for this position, then please:

- Provide an application statement of no more than 2 sides A4 and email to humanresourcesteam@collegalpractice.com with the subject heading of "Student Recruitment Manager."
- You should also complete the equal opportunities form (link on the website) and attach an up to date CV.
- In your statement please provide
 - Your motivation for applying.
 - Brief examples of relevant experience and achievements that evidence that you meet each area of the person specification.

We will send an acknowledgement of receipt via email to all applicants within 5 working days.

- All interviews will be conducted virtually

To ensure that candidates can be at their best in the interview and that the process is as equitable as possible, please inform us of any accessibility requirements or adjustments that might benefit you.

Recruitment Timetable:

Closing date	22 nd September 2025
Interview date	2 nd and 3 rd October 2025

ABOUT US

The College of Legal Practice is a postgraduate legal education provider registered in England and Wales. The College can deliver formally accredited higher education courses, due to its inclusion on the Register of English higher education providers regulated by the Office for Students.

Contact Us

If you would like to find out more about our programmes, or for an informal discussion regarding which programme may work best for you, please get in touch:

Email info@collegalpractice.com or call 020 3884 4112

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